

ATP PROPOSAL CHECKLIST

A. Single Company Only (Plus Items in C. Below):

- ___ 1. Form NIST-1262 Pages 1 & 2, Single Company Advanced Technology Program Proposal Cover Sheet.
- ___ 2. Form NIST-1262 Page 3, Estimated Multi-Year Budget - Single Company.
- ___ 3. Form NIST-1262 Page 4, Subcontracts.
- ___ 4. Total amount of ATP funding request does not exceed **\$2 million**.
- ___ 5. No indirect costs are included in the ATP funds requested.
- ___ 6. If a large company single proposer, cost sharing is **at least 60 percent** of total yearly project costs (direct plus indirect costs).
- ___ 7. Duration of proposed project does not exceed **3 years**.
- ___ 8. Total page count does not exceed **40 pages, excluding** NIST-1262; SF- 424B; CD-511; SF-LLL; Budget Narrative; letters of commitment; and IRB or IACUC approvals (if applicable).

B. Joint Venture Only (Plus Items in C. Below):

- ___ 1. Form NIST-1263 Pages 1 & 2, Joint Venture Advanced Technology Program Proposal Cover Sheet.
- ___ 2. Form NIST-1263 Page 3, Estimated Multi-Year Budget - Joint Venture.
- ___ 3. Form NIST-1263 Page 4, Joint Venture Participants.
- ___ 4. Form NIST-1263 Page 5, Subcontracts.
- ___ 5. Joint venture cost sharing is **more than 50 percent** of total yearly project costs.
- ___ 6. Duration of proposed project does not exceed **5 years**.
- ___ 7. Total page count does not exceed **60 pages, excluding** NIST-1263; SF-424B; CD-511; SF-LLL; Budget Narrative; Joint Venture Agreement (if being included), letters of commitment; and IRB or IACUC approvals (if applicable).
- ___ 8. At least two **separately-owned** for-profit companies are substantially involved in the R&D and are contributing toward the cost sharing.

C. Single Company & Joint Venture:

- ___ 1. SF-424B, Assurances - Non-Construction Programs
- ___ 2. CD-511, Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying.
- ___ 3. SF-LLL, Disclosure of Lobbying Activities (if applicable).
- ___ 4. Part 2: Budget Narrative.
- ___ 5. Part 3: Executive Summary.
- ___ 6. Part 4: Project Narrative Addressing Following Selection Criteria:
 - ___ (a) Scientific and Technological Merit (50%)
 - ___ - Innovation in Technology
 - ___ - High Technical Risk and Feasibility.
 - ___ - Quality of R&D Plan.
 - ___ (b) Broad-Based Economic Benefits (50%)
 - ___ - Economic Benefits
 - ___ - Need for ATP Funding
 - ___ - Pathway to Economic Benefit
- ___ 7. An original signed proposal and 15 bound copies (16 total).
- ___ 8. Floppy disk with electronic version of proposal.
- ___ 9. One unbound copy of page 1 of NIST-1262 for single company or NIST-1263 for joint venture.
- ___ 10. Figures in estimated multi-year budgets add up and are consistent with Budget Narrative.
- ___ 11. Total value of in-kind contributions does not exceed 30% of non-Federal share of total project costs.

— 12. Letters or excerpts from such letters confirming cost share commitment.

Vertebrate Animal Research Documentation (if proposal includes research involving vertebrate animals)

- 13. Copies of the assurance or institutional certification for each institution participating in the proposal that will be handling or housing vertebrate animals in the first year of the project.
- 14. Copies of all IACUC approvals applicable to all institutions that will be handling or housing vertebrate animals in the first year of the project.
- 15. Copies of all Animal Study Proposals for the first year of the project that have been or are being reviewed by the IACUC(s) in Item 14. for the certified institutions in Item 13.

Human Subjects Documentation (if proposal includes research involving human subjects or human tissue)

- 16. Copies of all applicable Exemption Determination Requests for the use of human subjects, data, or tissue/cells in the first year of the project, including copies of Appendices C and/or D that have been signed and completed.
- 17. Copies of all applicable IRB Documentation for Non-Exempt Research. Including:
 - a. Appropriate IRB assurance documentation -- Typically the MPA number with expiration date, or more rarely the assurances as required in 15 CFR 27.103
 - b. Protocol/Task Summaries and Consent Forms reviewed by the IRB
 - c. IRB Approval Documentation -- signed and dated with all pertinent IRB comments
- 18. Copies of all applicable Deferred Human Subjects Research or Exemption documentation.